

## Message Text

UNCLASSIFIED

PAGE 01 PARIS 21071 210130Z  
ACTION EUR-12

INFO OCT-01 ISO-00 SIL-01 LAB-04 /018 W  
-----008170 210539Z /15

R 202112Z JUL 77  
FM AMEMBASSY PARIS  
TO SECSTATE WASHDC 5957

UNCLAS PARIS 21071

USOECD  
PASS LABOR FOR METCALF

EO 11652 NA  
TAGS ELAB OECD  
SUBJECT GRADE B5 VACANCY IN THE DIRECTORATE FOR  
SOCIAL AFFAIRS MANPOWER AND EDUCATION

MISSION HAS RECEIVED FROM SECRETARIAT A VACANCY  
NOTICE DATED JULY 11 WHICH READS AS FOLLOWS:  
SUBJECT: VACANCY FOR A PRINCIPAL ASSISTANT (GRADE B5)  
IN THE DIRECTORATE FOR SOCIAL AFFAIRS, MANPOWER AND  
EDUCATION.  
CLOSING DATE FOR APPLICATIONS: 6 WEEKS AFTER THE DATE  
OF PUBLICATION.  
AN APPOINTMENT OF INDEFINITE DURATION WILL BE OFFERED.  
WORK WILL BE CARRIED OUT IN PARIS.

DUTIES:  
1. RESPONSIBLE UNDER THE SUPERVISION OF THE DIRECTORS  
FOR THE EFFICIENT FUNCTIONING OF THE PUBLICATIONS UNIT  
OF THE DIRECTORATE, ENSURING THE TIMELY PREPARATION AND  
PROCESSING OF ALL PUBLICATIONS IN BOTH LANGUAGES.  
3. COOPERAION WITH AUTHOR-DIVISION ON SUBSTANTIVE  
EDITING OF TEXTS IN BOTH LANGUAGES, AND LIAISON WITH THE  
PRINTING AND PUBLICATIONS SERVICES OF THE ORGANIZATION.  
3. SUPERVISION OF TECHNICAL EDITING OF TEXTS IN BOTH  
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LANGUAGES, INCLUDING PROOF-READING, TO CONFORM TO THE  
ORGANIZATIONS'S RULES AND PROCEDURES.  
PRINCIPAL QUALIFICATIONS REQUIRED:  
1. SEVERAL YEARS' EXPERIENCE OF SIMILAR WORK ON THE  
SUBJECTS COVERED BY THE DIRECTORATE AND SUBSTANTIVE  
KNOWLEDGE OF ONE OR MORE OF THE AREAS COVERED.  
2. VERY GOOD KNOWLEDGE OF BOTH OFFICIAL LANGUAGES OF

THE ORGANIZATION.

3. GOOD ALL ROUND EDUCATION TO GENERAL CERTIFICATE OF  
EDUCATION AT ADVANCED LEVEL AT LEAST IS REQUIRED.  
UNIVERSITY DEGREE WOULD BE AN ADVANTAGE.

SALZMAN

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## Message Attributes

**Automatic Decaptioning:** X  
**Capture Date:** 01-Jan-1994 12:00:00 am  
**Channel Indicators:** n/a  
**Current Classification:** UNCLASSIFIED  
**Concepts:** EDUCATION, EMPLOYMENT, PERSONNEL, REGIONAL ORGANIZATIONS  
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**Disposition Approved on Date:**  
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**Executive Order:** N/A  
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**Subject:** GRADE B5 VACANCY IN THE DIRECTORATE FOR SOCIAL AFFAIRS MANPOWER AND EDUCATION MISSION HAS RECEIVED FROM SECRETARIAT A VACANCY  
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**To:** STATE  
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**Review Markings:**  
Margaret P. Grafeld  
Declassified/Released  
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**Markings:** Margaret P. Grafeld Declassified/Released US Department of State EO Systematic Review 22 May 2009